



<b>SUBJECT:</b> Smart Phone	<b>POLICY NO:</b> ADMIN – 6	<b>LAST REVISED:</b> July 7, 2017
<b>APPROVED BY:</b> Executive Council	<b>NO. OF PAGES:</b> 1	<b>DATE ORIGINATED:</b> August 12, 2010

**Policy**

The Saskatchewan Polytechnic Students' Association Inc. will issue the Executive Council and employees with a Smart Phone to ensure they can properly conduct SPSA business when away from the office.

**Procedure**

The Executive Council, General Manager, Marketing Manager, Advocacy Manager, Executive Assistant, Student Advocate and Campus Manager will be issued cellular telephones to help ensure that proper business and communication can be accomplished when away from the office. Should an individual choose instead to utilize his/her personal Smart Phone while conducting organizational business, that individual will receive a monthly reimbursement fee of \$50.00.

The use of Association cellular telephones for personal calls is permitted but should be done sparingly and should not surpass their allotted monthly minutes. In cases where additional monthly charges are incurred because the allotted minutes have been exceeded, or for any other reason that is not SPSA business related, the applicable user must repay the SPSA the difference.

Use of these cellular telephones is not authorized when operating a motor vehicle. To dial, or otherwise initiate a call, or to respond to a call, the driver will leave the road and safely park the vehicle, or use a hands free device. A hands free device will not be provided unless deemed necessary by the SPSA.

Smart Phones must be returned to the SPSA either at the end of the Council member's term or the employee's employment.

Any misuse will result in suspension of the privilege.